



# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Office Manager	Department: Various	
Pay Grade: 111	Revised: 09/28/2018	

### **General Description**

The purpose of this class within the organization is to organize and coordinate the administration and procedures of assigned office. This class will ensure the organizational effectiveness, efficiency, and safety of the office.

Works independently with limited supervision, reports major activities to the department head through periodic meetings.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.*

### **Essential Functions:**

*The functions listed below may vary dependent upon the Department Head and needs of the department. These functions can be assigned or removed at any time with due notice from the supervising Department Head.*

Maintains office by organizing office operations and procedures

Maintains office efficiency by planning, implementing, and adjusting office systems, layouts, and equipment procurement

Prepares payroll and ensures the timely submission of information

Establishes procedures for protection, retention, disposal, retrieval, and transfers of sensitive information

Achieves financial objectives by assisting with preparation of annual budget

Maintains office staff by coordinating the department orientation and training of new employees

Keeps management informed by reviewing and analyzing special reports

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Office Manager	Department: Various	
Pay Grade: 111	Revised: 09/28/2018	

Organizes and schedules meetings and appointments

Partner with HR to maintain office policies as necessary

Coordinates with IT department on all office equipment

Manages contract and price negotiations with office vendors, service providers, and ensures that all items are invoiced and paid on time

Provides general support to visitors

Assigns and monitors clerical, administrative and secretarial responsibilities and tasks among office staff

Acts as point person for department maintenance, mailing, shipping, supplies, equipment, bills, and errands

Monitors and maintains office supply inventory

Reviews and approves office supply acquisitions

Allocates available resources to enable successful task performance

Coordinates office staff activities to ensure maximum efficiency

Completes operational requirements by scheduling employees

Handles visitor complaints

Manages internal staff relations

### **Additional Duties:**

Other duties as assigned.





# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Office Manager	Department: Various	
Pay Grade: 111	Revised: 09/28/2018	

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, classifies, examines or evaluates data or information and may prescribe action based on this data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Ensures that their work meets standards, providing instruction and advice, and ensuring that employees work is completed accurately and timely. Reports progress back to department head. Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a division or minor department and/or handling of money.

#### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication, division, and/or calculates ratios, rates and percentages.

This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.





# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Office Manager	Department: Various	
Pay Grade: 111	Revised: 09/28/2018	

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, with variations from routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is low – affects the department.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Office Manager	Department: Various	
Pay Grade: 111	Revised: 09/28/2018	

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).*

None

### **Minimum Education and Experience Requirements:**

Requires an Associate's degree in Business Administration or a related field with prior work experience in office management; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Position could require supervision of 10 employees or less.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





## Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Office Manager	Department: Various	
Pay Grade: 111	Revised: 09/28/2018	

### **Special Certifications and Licenses:**

None

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.

